

Intergovernmental Affairs Coordinator



Job Code: 1075
Grade: 124
Reports to: Deputy City Manager
Salary Range: \$40,933 - \$62,603
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs professional administrative and analytical work to assist in coordinating and developing the City's legislative program and in support of other intergovernmental activities, functions, and programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification analyzes legislative and regional issues and prepares written policy options for City Manager and Mayor and City Council consideration. The work requires interpretation and the use of discretion in the application of specialized technical and statistical knowledge. Employee must demonstrate a high degree of accuracy and be detail-oriented; many materials require careful review and are time sensitive. Work involves continual interdepartmental relations and public contact and frequent contact with elected and appointed officials. Work is performed under general supervision, with latitude for initiative, resourcefulness, and independent judgment within established guidelines and standards. Work is reviewed and evaluated through observation, conferences, reports, and effectiveness in accomplishing work objectives and results achieved.

ESSENTIAL FUNCTIONS

Developing and implementing strategies to solidify the City's position on legislative issues and achieve legislative goals; conducting research, gathering and analyzing information; preparing detailed reports or presentations; representing the City in a variety of settings; communicating meeting outcomes; writing and preparing correspondence, testimony, and other documents; maintaining records and files.

EXAMPLES OF WORK

- Reviews, researches, analyzes, and interprets pending and proposed county, state, and federal public policies and legislation; assesses impact on the City and prepares recommendations for effective courses of action.
- Provides the City Manager, Deputy City Manager, Department Heads, and other staff with timely information, analyses, technical assistance, and recommendations regarding various public policy or legislative issues that may impact the City's operations, goals, and objectives.
- Prepares written policy options and testimony for City Manager and Mayor and City Council consideration when appropriate; identifies technical experts to present relevant testimony.
- Assists the City Manager in keeping elected officials informed; responds to requests for information; monitors and coordinates officials' contact with external legislative and administrative governmental bodies; prepares regular legislative reports for the Mayor and City Council.
- Plans and coordinates meetings with elected officials to discuss legislative issues and proposals; meets with members of legislative staff to emphasize weaknesses or merits of specific bills to influence passage, defeat, or amendment of measure.
- Monitors Montgomery County government agendas and press releases and Maryland General Assembly committee reports for pending legislation and items of interest.
- Coordinates with City Manager, Department Heads, Mayor and City Council, and Housing and Community Development Director on consideration of state bond bill requests and federal earmarks.

- Coordinates with other governmental entities, quasi-public agencies, and private sector organizations to maximize efforts and influence legislative outcomes on issues of common interest or concern.
- Works with citizens on public policy or legislative issues affecting the community; receives and responds to inquiries from the public.
- Represents the City at legislative meetings and hearings in the absence of elected or appointed officials; may testify before legislative committees on behalf of the City.
- Provides assistance to Economic Development Director for outreach and events.
- Provides technical assistance for City's moderately priced dwelling unit (MPDU) and down payment and closing cost loan programs.
- Administers the Neighborhood Matching Grant Program.
- Provides administrative support for Office of the City Manager staff.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of public policy issues, political processes, and public administration.
- Comprehensive knowledge of legislative functions, procedures, processes, and organizational structures and districting.
- Comprehensive knowledge of local, state, and federal grant programs and procedures.
- Comprehensive knowledge of local, state, and federal housing incentive and assistance programs and procedures.
- Thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques.
- Thorough knowledge of English usage, spelling, grammar, and punctuation, and business arithmetic.
- General knowledge of City and departmental organization, operations, administration, policies, and procedures.
- General knowledge of the principles of budget preparation and administration.
- Excellent writing skills with the ability to communicate complicated and abstract issues clearly and effectively, orally and in writing.
- Skill in the operation of standard office equipment, including a personal computer using program applications appropriate to assigned duties and responsibilities.
- Skill in the principles and techniques of customer service.
- Skill in public speaking, to make effective presentations to a variety of audiences.
- Skill in preparing, editing, and proofreading correspondence, reports, and other documents.
- Ability to analyze complex policy issues, identify alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to demonstrate resourcefulness, initiative, and integrity in the performance of assigned tasks.
- Ability to exercise sound independent judgment within general established guidelines and scope of responsibility.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to attend meetings or perform work assignments outside of normal business hours to accomplish goals, objectives, and required tasks.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

- Ability to type and keyboard accurately at a speed necessary for successful job performance.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with coworkers, associates, elected and appointed officials, media representatives, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Political Science, or closely related field, supplemented by at least two (2) years of progressively knowledgeable and responsible experience in developing public policy, analyzing legislation, and/or performing intergovernmental coordination functions; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects.
- Work requires reaching, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of motor vehicles or equipment, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Intergovernmental Affairs Coordinator position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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